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## PART-I

### Notifications, Orders and Declarations by Haryana Government

#### HARYANA GOVERNMENT

#### PUBLIC HEALTH ENGINEERING DEPARTMENT

#### Notification

The 12th November, 2021

**No. 1/135/2021-3PH.**— The online policy to regulate the transfer of Assistant Draftsmen (Civil) in Public Health Engineering Department, Haryana is notified herewith which shall come into force with immediate effect.

1. **Vision:** To ensure equitable, demand based distribution / posting of Assistant Draftsmen (Civil) to protect public interest and effect transparency.
2. **Definitions:** In this policy, unless the context requires otherwise:
  - (i) “Service” means a service in which an Assistant Draftsman (Civil) is working on regular basis or Current duty Charge/Look After Charge or after reversion from Divisional Head Draftsman (Current Duty Charge/Look After Charge) or return from deputation.
  - (ii) Reference to “he” includes “she” too.
  - (iii) Department means “Public Health Engineering Department, Haryana.”
  - (iv) Assistant Draftsman (Civil) means “a member of the service as defined at (i).
  - (v) Division means Public Health Engineering Division under administrative control of Public Health Engineering Department, Haryana.
  - (vi) Circle means Public Health Engineering Circle under administrative control of Public Health Engineering Department, Haryana.
  - (vii) Zone means “Public Health Engineering Division/Circle/Head Office (Office of the Engineer-in-Chief, Haryana)”.
3. **Main features:**
  - (i) Assistant Draftsmen (Civil) who are members of State Cadre are liable to be transferred anywhere in the State, at any point of time as per provisions of this policy.
  - (ii) This transfer Policy shall be applicable from the date of its publication.

**4. Basic Principles:**

- (i) The option once availed and confirmed shall be final and can be changed only under the provisions of this policy. Unless protected under a provision of this policy, every Assistant Draftsman (Civil) completing maximum 5 years of continuous stay in a particular zone subject to maximum 12 years of continuous stay under the jurisdiction of Public Health Engineering Circle has to be compulsorily shifted to another zone.
- (ii) In case, any Assistant Draftsman (Civil) having completed 5 years of continuous stay in a particular Zone or 12 years continuous stay under the jurisdiction of any particular Circle does not submit his preference to another Zone as described at Sr. No.5 of this policy then he is liable to be posted anywhere as per the vacancy. Once posted at one station, he will not be allowed to submit his option for 3 years and will be transferred as per provisions of policy thereafter.

In case of those Assistant Draftsmen (Civil) who have exhausted their preferred choices, before posting them 'Anywhere in the State', the department shall again seek their options against the remaining available posts at that point of time.

- (iii) Any Assistant Draftsman (Civil) who has completed 12 years of continuous stay under the jurisdiction of any particular Circle cannot opt for his transfer under the jurisdiction of same Circle. This option will not be available for him.
- (iv) The posting of the Assistant Draftsman (Civil), in a particular Zone on his transfer, will be effected on the basis of the number of vacancies in a particular Zone.
- (v) The vacancies in a Zone will be filled up on the basis of number of vacancies.
- (vi) The Assistant Draftsmen (Civil) having 12 month or less left in retirement shall not be transferred, if they are not willing to participate in transfer drive.
- (vii) Minimum stay for seeking transfer shall be three years after which he can participate in transfer drive but option for transfer within the same zone will not be available for him.
- (viii) The transfer exercise shall be carried out only through approved web based application.
- (ix) The Assistant Draftsmen(Civil) transferred on administrative grounds of misconduct will not be transferred back to the same zone from where they were transferred on such grounds.
- (x) The Assistant Draftsmen(Civil) aggrieved with the transfer process can represent to the department after joining at new place of posting within 15 days of issuance of orders. Their representation shall be considered in accordance with the policy and appropriate decision shall be conveyed to him as deemed fit.
- (xi) In the event of tie among the same category of employees, preference will be given to a female Assistant Draftsman (Civil) over male Assistant Draftsman (Civil).
- (xii) In the event of tie among the Assistant Draftsmen (Civil) when both are male or female, the preference will be given to the employee with disability or couple case.
- (xiii) No request for mutual transfer will be considered.

**5. Zoning of Department:** The field offices of Haryana Public Health Engineering Department have been broadly classified into Circle or Division or Head Office (Office of the Engineer-in-Chief, Haryana) for the purpose of transfer of Assistant Draftsmen (Civil). The administrative control of Division offices or Circle offices or Head Office (Office of the Engineer-in-Chief, Haryana) is attached at **Annexure-A**.**6. Procedures:-** It will involve following procedures:

- (i) Preparation of provisional actual vacancy list and deemed vacancy list.
- (ii) Rationalization of posts.
- (iii) Notification of list of vacancies to be filled/blocked.
- (iv) Seeking preferences for choice of zones.
- (v) Processing the list as per choice of zones.
- (vi) Generation of transfer orders.

Notification of dates for each process will be made by the competent authority.

**7. Time Schedule:**

- (i) Periodicity of the transfers: General Transfers will be made only once in a year, or as specifically notified by the Government for a given year. However, transfer/posting necessitated by promotions/directs recruitments, posts needed to be filled up in public interest, can be made anytime. Further, the transfer of Assistant Draftsman (Civil) whose spouses are employees of Departments/ Organizations of Government of Haryana or Central Government can also be made on requests at any time.
- (ii) The following time schedule shall be followed, so far as feasible, for various activities every year:
  - (a) Opening/ shifting of new Public Health Engineering Department Circle/Division shall take effect generally in April of succeeding year or as per requirement. But the posts in respect of such new/shifted Haryana Public Health Engineering Department Division offices or Circle offices shall be accounted for during opening / shifting.
  - (b) Transfer orders will be issued in the month of April every year.
  - (c) Qualifying date for actual vacancies, deemed vacancies, weightage/merit points calculation, court of stay shall be 31st March of the year under consideration.
  - (d) The transfer process will start in the month of December and will be completed by end of March of each year as per the following schedule:
    - (i) Decision about opening of new subordinate offices, rationalization of staff shall be done from 1st January to 31st January every year.
    - (ii) The actual vacancies and deemed vacancies will be notified from 1st February to 28th February.
    - (iii) The eligible employees will submit their choice of station online from 1st March to 15th March.
    - (iv) Transfer orders will be generated and issued from 1st April to 15th April.
    - (v) The orders will be effective from 1st May.

The above schedule may be separately notified by the Department at the start of the policy or during any year as per the requirement, otherwise the schedule given above will be followed.

**8. Merit criteria for allotment of posts in a Zone:**

- (i) Decision of allotment to a vacancy shall be based on the total composite score of points earned by a Assistant Draftsman(Civil), out of points earned against a) age, b) Second set of merits point, c) other points as described below. The Assistant Draftsman (Civil) earning highest points shall be entitled to be transferred against a particular vacancy in the zone as per his option.
- (ii) Age shall be the **prime factor** for deciding the claim of the Assistant Draftsmen (Civil) against a vacancy since it shall have weightage of 60 points.
- (iii) However, to take care of categories like women, women headed households, widows, widowers, differently abled persons and serious ailment, a privilege of maximum 20 points can be availed by the Assistant Draftsman (Civil) of these categories (hereinafter to be referred as at b below) i.e the second set of merit points).

The division of points shall be as given in para 8 a), 8 b) and 8 c) below:-

**(a) Age:-**

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1.	Age (Present date minus Date of birth)	Eldest person shall get maximum points	60	Age in number of days/365 (maximum four decimal points only)

**(b) The Second Set of merit points will come from the special factors enumerated hereinafter with a cap of maximum 20 marks irrespective of the merit point earned:**

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1.	Gender	Female	10	10 points shall be given to all female Assistant Draftsmen (Civil).
2.	Special Category female Assistant Draftsmen (Civil)	Widows/divorced/legally separated/ unmarried female Assistant Draftsman (Civil) more than 40 years of age/ wife of serving Military personal/ Paramilitary personal working outside the State	5	All females of this category shall be given 5 marks only.

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
3.	Special Category male Assistant Draftsmen (Civil)	Widower who has not remarried and has one or more minor children and / or unmarried daughter(s)	5	Eligible widowers shall be given 5 points only. In case of remarriage of self or children becoming major or daughter getting married, the employee will have to update his profile on the portal and will not be eligible for this advantage any more.
4.	Differently abled persons	Locomotors/Ortho	20	40% to 60% disability= 10 Marks.
		Deaf & Dumb	20	Above 60% to 80% = 15 Marks
		Vision	20	Above 80% = 20 Marks
5.	Diseases of “Debilitating Disorders”	Self, Spouse or unmarried children	10	Valid certificate issued during last one year by AIIMS (Including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh or Duly Constituted Medical Board only or any other institute authorized by the Govt. from time to time.
6.	Specially abled or mentally challenged children	Men/Women having mentally challenged or 100% differently abled child	10	Men/Women Assistant Draftsmen(Civil) having mentally challenged or 100% differently abled children shall be provided maximum 10 points.

(c)

**Other Points**

1.	Couple case	Male/Female spouse	5	Employees' spouses working in state Govt., center Govt., PSUs created under acts or rules.
2.	Earning performance	An employee earning good performance through ACR of last one year. Any ACR during the last 3 years, if last ACR not available.	5	Grading of ACR Outstanding =5 Very good =3 Good =2 Others =0

3.	Negative performance	An employee awarded with punishment during the period under : i) rule-4(b) ii) rule-4(a)	(-) 7 (-) 3.5	Deduction of points: Under Rule		
				Punishment awarded	4(b)	4(a)
1 case	1	0.5				
2 cases	2	1				
3 cases	4	2				
4 cases	5	2.5				
5 & above cases.	7	3.5				
Both reductions to be made if punished under both.						

**Note:-**

- (i) Only notified diseases shall be considered for merit points under the category of "Diseases of Debilitating Disorders" by the competent authority or Health Department, Haryana.
- (ii) Assistant Draftsmen (Civil) suffering from:-
  - (a) 100% locomotor (Ortho) disability for any reason; or
  - (b) currently suffering from cancer; or
  - (c) having undergone bye-pass heart surgery; or
  - (d) kidney transplant; or
  - (e) currently undergoing dialysis;
 shall be assigned 80 points (60 for age factor and 20 for special points factor) if they are willing to participate in a transfer drive. Otherwise, they shall not be transferred, if they are not willing to participate in a transfer drive. However, the certificate of cancer should not be more than six months old. Further, there will not be any bar to opt any Zone for these categories of Assistant Draftsmen (Civil).
- (iii) After the transfer drive, the 'newly married' or 'recently divorced' female employees shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
- (iv) There shall be separate zone of choice known as "Anywhere in the State". The Assistant Draftsmen (Civil) opting for this special optional zone shall not be eligible to give preferences of zone. The Assistant Draftsmen (Civil) of this category shall be utilized by the department in the zones having high deficiency of Assistant Draftsmen (Civil) in any Zone.

**9. Definition of vacant posts:**

- (i) There shall be two types of vacancies as under:
  - (A) **Actual Vacancy:** A post not occupied by any Assistant Draftsman (Civil) whether serving in regular capacity or by a temporarily employed.
  - (B) **Deemed Vacancy:**
    - (a) Involuntary deemed vacancy: A post held by a Assistant Draftsman (Civil) in a particular zone in department in any capacity for a continuous period of five years or more or 12 years under the jurisdiction of any particular Circle on the qualifying date .
    - (b) Voluntary deemed vacancy: A post held by a Assistant Draftsman (Civil) in a particular zone in department in any capacity for a continuous period of 03 year or more but less than five years on the qualifying date and opting to participate in transfer drive or a post occupied by such Assistant Draftsman (Civil) who has been allowed to participate in general transfer drive, even if, he is not eligible otherwise on the minimum tenure criteria.

(ii) Some vacancies of Assistant Draftsmen (Civil) may remain unfilled at any given point of time due to shortage of Assistant Draftsmen (Civil) in the department. To avoid disproportionate concentration of Assistant Draftsmen (Civil) in Zone, the department may block some actual vacant posts to be kept vacant in the transfer drive. The gap in sanctioned strength and actual number of Assistant Draftsmen (Civil) available will be evenly distributed over zones to block the vacancies.

**10. Power of relaxation:** Notwithstanding anything contained in the policy, the Administrative Secretary, Public Health Engineering Department with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Assistant Draftsman(Civil) to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

Further, a Committee headed by the Deputy Commissioner and comprising of CMO and Superintending Engineer of this Department, may recommend deputation/ temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. A web portal should be provided for taking online applications from the employees for this purpose. The Committee will scrutinize such cases and send their recommendations to the Government which will be dealt under this clause.

**11. No TA/DA** will be given, if the transfer is done on the request of the employee himself by giving relaxation of the transfer policy and he/she is given a posting of his/her choice.

**12. Clarification & Implementation:** In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the department shall be competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.

**13. Bar against canvassing:** No Assistant Draftsman (Civil) shall canvass for his/her case and bring any outside influence.

**Note:-** In the first phase negative performance points due to punishments etc. will not be taken into account.

DEVENDER SINGH,  
Additional Chief Secretary to Government Haryana,  
Public Health Engineering Department.

## Annexure-A

Sr. No.	Name of Circle	Name of Division	
1	Mechanical Ambala	1.	PHED Mechanical Ambala
		2.	PHED (GWI)-Rewari
2	Ambala	1.	PHED-Ambala
		2.	PHED-Ambala City
		3.	PHED- Naraingarh
		4.	PHED-Panchkula
		5.	PHED-1, Yamuna Nagar
		6.	PHED-2, Yamuna Nagar
3	Bhiwani	1.	PHED-1, Bhiwani
		2.	PHED-2, Bhiwani
		3.	PHED-Ch/Dadri
		4.	PHED-Tosham
		5.	PHED-Siwani
4	Gurugram	1.	PHED- Gurugram
		2.	PHED-Faridabad
		3.	PHED-Sohna
5	Hisar	1.	PHED-1, Hisar
		2.	PHED-2, Hisar
		3.	PHED-3, Hisar
		4.	PHED-Hansi
6	Jhajjar	1.	PHED-1, Jhajjar
		2.	PHED-2, Jhajjar
		3.	PHED-3, Jhajjar
		4.	PHED-Bahadurgarh
7	Jind	1.	PHED-1, Jind
		2.	PHED-2, Jind
		3.	PHED-Narwana
8	Kaithal	1.	PHED-1, Kaithal
		2.	PHED-2, Kaithal
		3.	PHED-Kurukshestra
9	Karnal	1.	PHED-1, Karnal
		2.	PHED-2, Karnal
		3.	PHED-1, Panipat
		4.	PHED-2, Panipat
10	Narnaul	1.	PHED-1, Narnaul
		2.	PHED-2, Narnaul
		3.	PHED-3, Narnaul
		4.	PHED-Mohindergarh

Sr. No.	Name of Circle	Name of Division	
11	Palwal	1.	PHED-1, Nuh
		2.	PHED-1, Palwal
		3.	PHED-2, Palwal
		4.	PHED-3, Palwal
		5.	PHED-Punhana
12	Rewari	1.	PHED-Bawal
		2.	PHED-Kosli
		3.	PHED-1, Rewari
13	Rohtak	1.	PHED-1, Rohtak
		2.	PHED-2, Rohtak
		3.	PHED-3, Rohtak
14	Sirsa	1.	PHED-1, Sirsa
		2.	PHED-2, Sirsa
		3.	PHED-3, Sirsa
		4.	PHED-Fatehabad
		5.	PHED-Tohana
15	Sonipat	1.	PHED-2, Sonipat
		2.	PHED (D&P) –Sonipat
		3.	PHED-1, Gohana
16	Head Office		
17	Anywhere in the State		

**Note:-** The Division or Circle or Head Office (office of the Engineer-in-Chief, Haryana) may increase or decrease in case of creation or abolition of offices by the Government.